

**ARTICLE 2.07 OUT-OF-CLASS ASSIGNMENT**

- I. ~~When an employee is assigned to perform the duties of a higher paid classification, immediately upon assignment, the employee shall be compensated with a minimum of 7.5% above the employee's current salary rate up to a maximum of 15% effective the first day of the out-of-class assignment.~~ An employee will earn out-of-class (OCA) pay, a minimum of 7.5% above the employee's current salary rate up to a maximum of 15%, when designated, by a supervisor, as working out of class and has worked more than a full day's shift (be it 8, 9, or 10 hours, consecutively, depending on their work schedule) in that OCA designation. Upon working the full day's shift in the OCA designation, the employee shall be compensated OCA pay beginning the first hour they began work.
  - a. For employees in the police dispatcher classification only, they will earn OCA pay when they have been designated, by a supervisor, as working out-of-class and they have worked more than 8 hours in that designated OCA position during a given 14-day, biweekly, pay period.
- II. If the out-of-class assignment lasts in excess of ~~6 months~~ consecutive months, the employee will receive an additional 5% compensation. Increases greater than 5% must be approved by the Director of Human Resources. Requests for out-of-class compensation shall be submitted by the Appointing Authority on a "Payroll Change ~~Notice~~ Order Request" form as percentage amounts only.
- III. The duration of out-of-class assignments shall not exceed twelve months.

TENTATIVE AGREEMENT

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UNION

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MANAGEMENT